

California Housing Finance Agency

Job Opportunity

Office Assistant (Typing) Bilingual - Spanish

Salary Range	\$2003-2641 + \$100 monthly bilingual pay differential
Final File Date	Open until filled
Division	Fiscal Services Division, Loan Services Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA.
Duties	<p>Under the supervision of the Housing Finance Officer, the Office Assistant performs clerical duties relating to closing out files on paid-in-full first mortgages, key inputs new loans on the servicing system, assist staff with Spanish speaking callers and walk-in customers, prints and mails letters and notices, and researches to locate borrowers' current mailing addresses. Following are some of the duties to be performed:</p> <p><u>Essential Functions:</u></p> <ul style="list-style-type: none"> 25% Key input newly purchased loans setting up the master record including impounds and linking to bond issues, balancing and releasing batches. 15% Assist staff with Spanish speaking customer service calls and serve as back-up to the Customer Service counter in Loan Servicing. 10% Input information on paid-in-full loans into Excel spreadsheet, to be sent electronically to the vendor preparing reconveyances on first mortgages. 10% Send out loan documents (Notes, Deeds of Trust, etc.) to paid-in-full borrowers. 10% Pull files of paid-in-full loans from the active files and prepare the lists and boxes of paid off loans to be sent to archives for permanent storage. 10% Handle returned mail on subordinate liens forwarding to new address if provided or researching to find new address and updating computer system with current information. 10% Weekly print and send out "Welcome Letters" and monthly print and send out "Annual Reminder Notices" to subordinate loan borrowers. 5% Prepare letter, forms and other documents in Word. 5% Upon request, sends out copies of loan documents, customer activity statements, year-end statements, etc., and other duties as required.